



U.S. Bankruptcy Court Western District of Oklahoma

ECF*iler Update*

September 2008

CM/ECF Version 3.2.1 New Court Webpage Misuse of the Generic Document Event Corrective Entry Reminders



CM/ECF Version 3.2.1

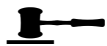
CM/ECF, the Court's electronic filing software will be upgraded on Saturday, September 20, 2008. If you have not upgraded your bankruptcy case filing software, you may wish to upgrade as soon as possible.

Version 3.2 includes the following modifications:

- The Court's "file stamp" will no longer appear on the PDF of the filed document. The current file stamp appears as a dated court seal in the upper right hand corner of filed documents. A PDF header will now reflect the date that the document was filed. The headers will be included when the document is viewed or printed.
- A Search feature is now available in CM/ECF. A new category entitled "Search" appears in the blue CM/ECF tool bar. By selecting Search, a user can enter a word or phrase to search for CM/ECF menus and events. The word, word fragment, or phrase will be highlighted on the search return screen. A link will take a user directly to the requested event. The Search feature does NOT search the docket for specific case or debtor information. To search the docket, use the Query feature.
- The CM/ECF tool bar now has drop down menus. To reach specific categories of events, a user may place their computer cursor over the tool bar object. A drop down menu will appear in all categories except Query and Search. However, the categories of events may also

be reached by clicking on the tool bar object—just as in previous versions of CM/ECF.

- To locate a specific case, enter the case number in the Case Number text box and click “Find This Case.” A case number appears in the following format: “5:08-bk-10000.” Select the Next button to continue or the Clear button to enter a different case number. If the case number is typed incorrectly, an error message will appear.
- To find an event, begin typing in the available text box. The Next button is unavailable until an event is selected. Select the appropriate event by clicking on it. The event will appear in the Selected Events box. Two events may be selected by holding the Ctrl key and selecting a second event. Both events will appear in the Selected Events box.
- The Claims Register may be searched for a previously filed claim. Users must search for a previously filed claim number when filing an amended claim.
- The docket sheet now reflects a link to associated cases, like an adversary proceeding, when an associated case has been filed.
- Hot keys are no longer available in the Events categories.
- Transcripts will soon be available on PACER. Additional information will be forwarded to CM/ECF users when transcripts are available.
- CM/ECF will be upgraded to Version 3.3 in the near future.



New Court Home Webpage

The Court has recently modified its home webpage. You may visit the new site at the old address: www.okwb.uscourts.gov. Besides changing the appearance of the website, the information is arranged in a more user-friendly format.



Scanner Settings

To create a PDF image that is compatible with CM/ECF, please ensure that the scanner is set to 200 x 200 DPI and that the scanner is set to a black and white image. The document size **must not** be set greater than 8½ x 11 inches.



Misuse of the Generic Document and Miscellaneous Relief Events

The Generic Document and Miscellaneous Relief events **SHOULD NOT BE USED** without specific advance court approval. If you cannot locate the event needed to file a pleading, please use the Search feature on the CM/ECF tool bar. If you continue to be unable to locate the appropriate event for filing a pleading or other document, **PLEASE** call the CM/ECF Help Line at 609-5719. Misuse of the Generic Document and the Miscellaneous Relief events will result in the docketing of a corrective entry.



Corrective Entry Reminders

1. A coversheet signed electronically or personally by the filing attorney is required for all Employee Income Records.
2. If a debtor does not have employee income records because the debtor receives social security payments or other similar income, an affidavit memorializing this income may be filed in lieu of the payroll records. A signed coversheet must be included.
3. A signed coversheet is **REQUIRED** with the filing of any adversary complaint.
4. The Debtor's Statement of Social Security Number, Form B-21, is a **REQUIRED** filing. The debtor's original signature must appear on the Statement of Social Security Number. Electronic signatures will **NOT** be accepted. Form B-21 must also be filed for business bankruptcy filers.
5. When filing an amended matrix, please list only the creditors who were not listed or were listed incorrectly on the original matrix. Remember to upload the amended creditors as a text file!
6. Ensure that all forms used are current forms.
7. If a filing is an amended document, please ensure that the document is titled "amended" and that the word "amended" is selected from the prefix box.
8. Please ensure that PDF documents do not appear crooked or misaligned on the page.
9. Ensure that all relief included in the body of a motion or application is also specifically included in the title of the pleading.